



Departmental Administration  
Office of Procurement and Property Management  
Personnel and Document Security Division

DR 3440-001

## Draft Information Security Program Regulation

<b>DRAFT DEPARTMENTAL REGULATION</b>		<b>Number:</b> DR 3440-001
<b>SUBJECT:</b> USDA Information Security Program	<b>DATE:</b> _____ 2006	
	<b>OPI:</b> Office of Procurement and Property Management	

## 1 PURPOSE

This regulation prescribes Departmental policies, roles, and responsibilities for the classification, declassification, and safeguarding of classified national security information, and supercedes Departmental Regulation (DR) 3440-001, dated August 26, 1983.

## 2 BACKGROUND

Executive Order (E.O.) 12958, as amended by Executive Order 13292, “Classified National Security Information” (hereafter, E.O. 12958), and Information Security Oversight Office (ISSO) Directive 1, “Classified National Security Information,” establish the minimum standards and procedures for protecting classified national security information (hereafter, classified information). Detailed procedures and guidance on this subject are found in Departmental Manual (DM) 3440-001, “Information Security Program Manual,” dated\_\_\_\_\_.

## 3 POLICY

Departmental agencies and offices must comply with E.O. 12958, ISSO Directive 1, and this DR. This DR is applicable to Department employees, contractors, and individuals who serve in advisory, consultant, or non-employee affiliate capacities.

- a The U.S. Department of Agriculture (USDA) will ensure that only information which can cause damage to our national security, as described in E.O. 12958, is classified.

- b USDA originally and derivatively classified information will be kept to a minimum and protected in accordance with E.O. 12958, and this DR.
- c The Department will provide continuous security awareness training to employees holding national security clearances. Training will be accomplished using an information security website, quarterly newsletters, computer-based learning, specialized briefings, and in-class instruction.

### 3 ROLES AND RESPONSIBILITIES

- a The Secretary of Agriculture is the original classification authority, and by Presidential Order (67 FR 189) may classify USDA information as either Confidential or Secret. The Secretary designates a Senior Agency Official responsible for the development and administration of the Information Security Program.
- b Under and Assistant Secretaries, Agency Administrators, Office Directors, Regional Directors, and Heads of Field Establishments, are responsible for the following:
  - (1) Designating an Information Security Coordinator to serve as a liaison with the Personnel and Document Security Division (PDSD);
  - (2) Requiring adherence to the provisions of this DR and DM 3440-001, and protection of all classified information in their areas of responsibility; and
  - (3) Ensuring that employees who routinely handle classified information have a performance standard component (critical) requiring the proper protection of classified information.
- c The Director, Office of Procurement and Property Management (OPPM), DA, is responsible for the following:
  - (1) Establishing and administering the USDA Information Security Program in accordance with Executive Order 12958, ISOO Directive 1, and this DR; and
  - (2) Maintaining an oversight role to ensure consistent and effective implementation of the Information Security Program throughout USDA.

- d The Office of the Chief Information Officer is responsible for the following information technology (IT) duties:
  - (1) Coordinating with the PDSD completion of all IT-related requests for processing classified information on a computer or establishing a secure network; and
  - (2) Incorporating, where appropriate, applicable USDA information security policies and procedures into USDA policies and standards for IT system protection.
- e PDSD is responsible for implementing Executive Order 12958, ISSO Directive 1, and this DR. This includes the day-to-day management of the Department's information security program, issuing and updating Department-wide information security policies and procedures, protection of classified information, and approval of rooms for the storage and processing of classified information. PDSD also receives reports of incidents of suspected mishandling or inadvertent disclosure of classified information.
- f Information Security Coordinators are responsible for ensuring the requirements of this DR and DM 3440-001 are met and submitting waiver requests if any requirement cannot be met (see DM 3440-001, Chapter 1).
- g Employees are responsible for the following:
  - (3) Adhering to the provisions of DR and DM 3440-001;
  - (4) Immediately reporting security irregularities and security violations to their respective security officials and supervisors; and
  - (5) Completing annual security awareness training.

END